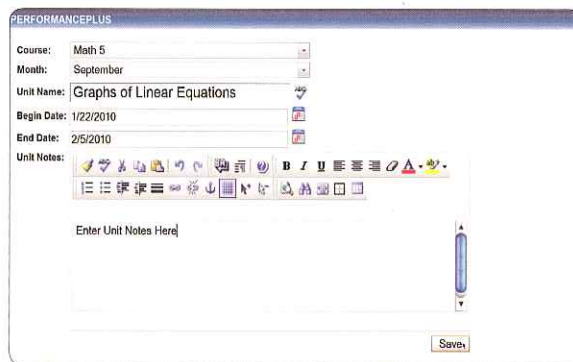


Creating a Unit

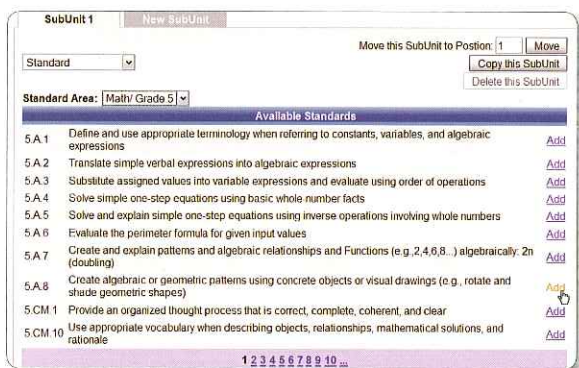


1. Click the month name on the left side of the screen.
2. Click the **New Unit** link.

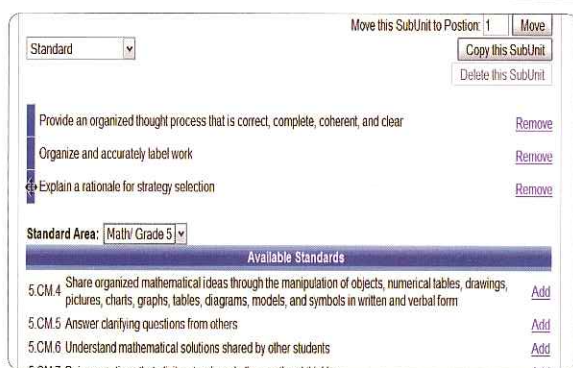


3. Use the fields shown to describe the unit.
4. Click the **Save** button.

Adding Standards

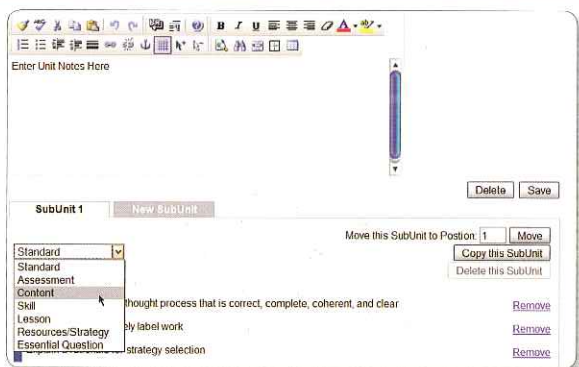


1. After clicking the Save button, the screen refreshes with a list of available standards.
2. Click the **Add** link for the desired standard(s).
3. The selected standards appear above the available ones.

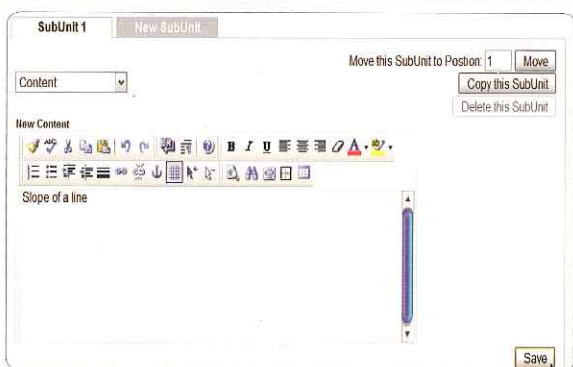


4. Drag the standard's blue handle up or down to change its position.
5. Click the **Remove** link to the right of the standard to remove the standard from this sub-unit.

Adding Elements



1. Use the element drop-down box to select the desired element category.

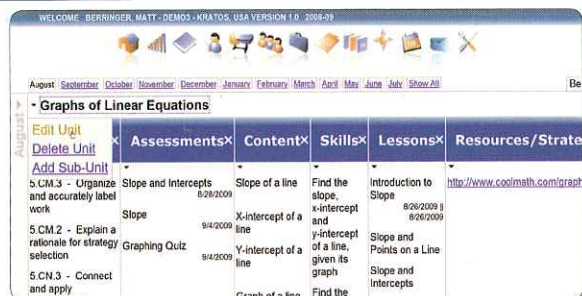


2. Enter the desired element in the text box.
3. Click the **Save** button.
4. Repeat the process for all desired elements.

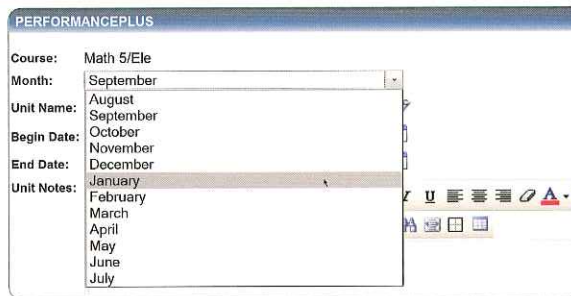
QUICK NOTE

To add additional sub-units click the **New SubUnit** tab. The new sub-unit appears. Enter elements as described above.

Changing the Unit Month

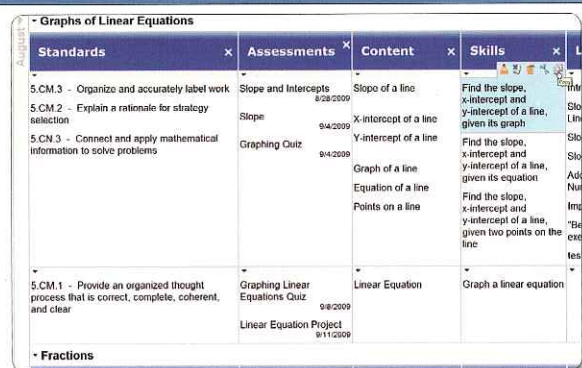


1. Click the name of the unit.
2. Options for editing the unit appear.
3. Click the **Edit Unit** link.

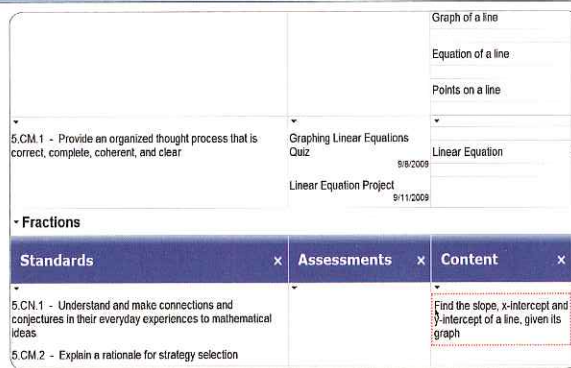


4. The Edit Unit screen appears.
5. Use the Month drop-down box to select the new month.
6. Adjust the Begin Date and End Date as needed.
7. Click the **Save** button.

Moving/Copying Elements



1. Hover over the element you want to move/copy.
2. Click the **Scissors** icon to cut the element (element is removed from current location).
3. Click the **Paper** icon to copy the element (element stays in current position).

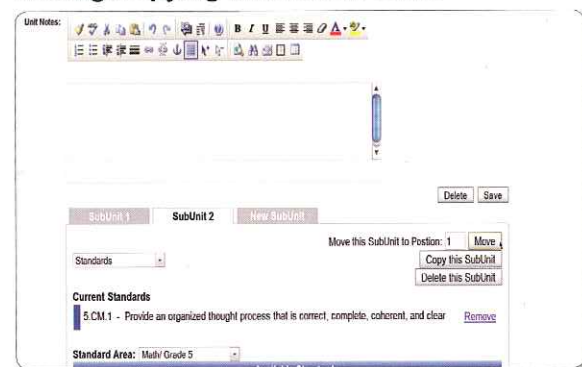


4. Drag the element to its new position. To paste the element, click anywhere a red box appears.

QUICK NOTE

To unload the cursor without pasting the item, click anywhere a red box does not appear.

Moving/Copying Whole Sub-Units

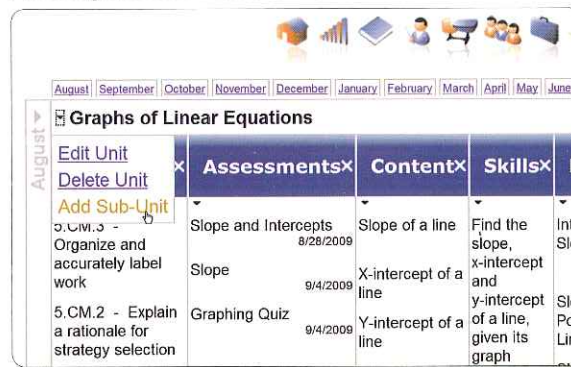


1. From the Edit Unit screen, select the sub-unit to be moved using its tab.
2. Enter the desired position number in the Move this SubUnit to Position text box.
3. Click the **Move** button.

QUICK NOTE

To copy an entire sub-unit, click the **Copy this SubUnit** button.

Adding a Blank Sub-Unit



1. Click the name of the unit.
2. Click the **Add Sub-Unit** link.
3. A blank sub-unit appears at the bottom of the map.
4. Add elements as desired by using the Edit Unit screen.

QUICK NOTE

Use the black triangles on the map to quickly add single elements.